Workshops
January – March, 2015

⭐ **Heber Employment Center**
69 N. 600 W. , Suite C • Heber City
435-654-6520

Register for reserved seating. Walk–ins welcome.

- Our workshops are designed to give you the skills necessary to succeed in a highly competitive job market.
- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.

Job Seeking Skills	
RESUMÉ WRITING:	
January 6	8:30 AM–10:30 AM
February 3	8:30 AM–10:30 AM
March 3	8:30 AM–10:30 AM
INTERVIEWING SKILLS:	
January 20	8:30 AM–10:30 AM
February 17	8:30 AM–10:30 AM
March 17	8:30 AM–10:30 AM
*OPEN RESUMÉ AND INTERVIEW LAB:	
March 31	8:30 AM–10:30 AM
JOB SEARCHING WITH TECHNOLOGY:	
January 13	8:30 AM–10:30 AM
February 10	8:30 AM–10:30 AM
March 10	8:30 AM–10:30 AM
NETWORKING STRATEGIES:	
January 27	8:30 AM–10:30 AM
February 24	8:30 AM–10:30 AM
March 24	8:30 AM–10:30 AM
EMPLOYMENT ESSENTIALS:	
January 8	8:30 AM–10:30 AM
February 5	8:30 AM–10:30 AM
March 5	8:30 AM–10:30 AM

RESUMÉ WRITING: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview, research employers, market your skills and answer questions to enhance interview effectiveness.

OPEN RESUMÉ AND INTERVIEW LAB: Come prepared and dressed for a mock interview and get additional resumé help. *Prerequisite — must have taken the Resumé or Interview workshop. No registration necessary. First-come, first-served.*

JOB SEARCHING WITH TECHNOLOGY: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

NETWORKING STRATEGIES: Learn how to design and implement a networking plan.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

Workforce Services • jobs.utah.gov